

11 February 2011

**DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCE**

MEMORANDUM FOR ALL DORMITORY RESIDENTS

FROM: 35 CES/CEACU
UNIT 5022
APO, AP 96319

SUBJECT: Dormitory Standards of Conduct

1. The following is a listing of rules and responsibilities contained in AFI 32-6005 which pertain to standards of conduct dormitory residents are required to adhere to.

- a. Overnight guests are not authorized in the dormitory. If a guest is sleeping in your room at any time of the day or night, they are considered to be an overnight guest. Dependents are not authorized at any time, unless accompanied by their sponsor. **Guests must be accompanied at all times. Guests under the age of 18 are not permitted.**
- b. Under age drinking will not be tolerated; **legal drinking age at Misawa is 20 years old.** Any alcohol found in underage rooms will be confiscated and disposed of by inspectors.
- c. Firearms, (to include paintball, pellet and BB guns), explosives, switchblades, knives with blades over 3 inches, brass knuckles, blow darts with slow tubes bows and arrows, lethal weapons of any kind, illegal drugs, controlled substances, or contraband items are not allowed in the dormitory. Decorative swords are authorized as long as they are not sharpened.
- d. Fire alarm switches, fire extinguishers and smoke detectors will not be tampered with.
- e. Misawa Air Base adheres to a **24-hour quiet policy**. Radios, stereos, TVs, etc., will be operated at a level and time that is consistent with good taste and consideration for other dormitory occupants. If your neighbor states that your volume is too loud, turn it down. If conflict arises, your first sergeant will be notified. Loud noise complaints result in confiscation of the offender's stereo and revocation of rights. Confiscated stereo equipment will be placed in storage until the resident departs the dormitory. The standard **"THREE-STRIKES, YOUR OUT"** rule applies for loud noise complaints before confiscation of personal audio equipment.
- f. All valuables should be secured when the dormitory occupants are absent from the room. Valuables must have the owner's last 4 of SSN etched to aid security forces in identifying your personal property in case of theft. **Personnel residing on the first floor of the dormitory will secure windows anytime the room is unoccupied.**
- g. **Personal trash** will NOT be deposited in the hallways, stairwells, dayrooms, or laundry rooms. Personal trash will be deposited in the trash building located outside your dormitory utilizing the provided bins.
- h. In accordance with 35 FWI 36-2901, Misawa Community Standards, residents will not smoke within fifty feet of the building, inside of the building, nor will they dispose of cigarettes, or portions thereof, anywhere except in proper receptacles. **Smoking (to include Electronic cigarettes) is not permitted in dormitory rooms.** Ash trays/containers with ashes are not

authorized in dorm rooms. If these items are found in the room, it will constitute as evidence of smoking in the room and the member living in the room will be charged for cleaning costs. When on Dormitory Grounds smoking is permitted only at the designated Smoking Areas.

- i. Government furniture will not be removed from a room without being annotated on AF Form 228. Residents must ensure AF Form 228 conditions codes reflect accurate condition upon initial receipt of any government furniture. Notify dorm managers ASAP of any discrepancies. Resident will be held liable for all damage to government property in their room to include furniture beyond normal wear and tear. **Usage of mattress sheets is mandatory.** Any furniture requiring cleaning upon termination of quarters will be cleansed at the expense of the resident. **Residents will bear the cost of cleaning and one half of the delivery cost. Payment will be completed prior to occupants clearing of the dormitory.** Any furniture removed from the room will be regarded as stolen or lost property and the occupants will be held accountable. Do not leave unwanted furniture in the hallway.
 - j. All lights, appliances, etc., will be turned off when not in use.
 - k. Plug-in type appliances left unattended during resident's absence will be disconnected.
 - l. All items in the lounges, to include electronic equipment and furniture, are for community use and will not be placed in individual rooms. Any persons found with these items in their room will be dealt with appropriately for theft of government property.
 - m. All POVs are parked in long term parking during periods of absence greater than seven days. These include TDY, deployments, leave, etc. In the event of increased threat and a 25 meter cordon is established, all vehicles within the cordon will be towed or otherwise moved out of the cordon for security purposes.
 - n. Live pets with the exception of aquarium fish and turtles, are prohibited. Aquariums will be maintained to present a favorable appearance.
2. Fire Prevention and Protection:
- a. Occupants are held liable for damage to government property above normal "non-fair wear and tear" due to negligence or carelessness. Occupants can be punished under the UCMJ should this be substantiated.
 - b. Cooking is prohibited in the dormitory except in the kitchens. The dormitories that have kitchens in their rooms are allowed to cook in the dorm room.
 - c. Incense will not be burned in the dorm nor are incense burners which have been used allowed. Candles are allowed for decorative purposes only. Candles which have been lit at any time are not authorized in the dormitory. Any items found not in compliance will be confiscated.
 - d. Dormitory occupants are allowed to decorate their assigned rooms as they wish, however, the room will be returned to the condition in which it was issued. Residents are allowed to paint their room in a conservative color. **Spray painting the walls is not allowed. Do not apply contact paper to linoleum floors, cabinets and counter tops.**

- e. Wall decorations are permitted in dorms as long as they present no fire hazard. Do not hang or affix decorations from ceiling.
 - f. Attaching combustible decorations to light fixtures or fire alarm equipment is prohibited.
 - g. Straw mats are prohibited in individual rooms.
 - h. Stereo boxes or packing crates will not be stored in individual rooms. Make arrangements with dorm management to place these items in storage.
 - i. Gasoline, paint, or other flammable or combustible liquids will not be stored in individual rooms.
 - j. Tires are not to be stored in the dorm rooms; there is a place to store them in the outside sheds! Tires will be marked with Name, room number, and DEROS. Unmarked tires will be disposed of by dormitory management.
 - k. Extension cords will be of equal or larger size wire as the appliance being served and not more than 10 feet in length. Extension cords will not be used in series or connected together. Refrigerators and microwaves will be plugged directly into outlets. Use of extension cords for these items is prohibited.
 - l. Flexible cords will not be spliced or taped. They should not be fastened to or extended through walls, closeable doors or placed under rugs or mats.
 - m. Bicycles or motor driven vehicles (motorcycles, scooters, etc.) will not be parked in entranceways, hallways, or corridors of dormitories.
 - n. Coffee pots, microwaves, ovens, and commercial popcorn poppers may be used in dormitory rooms. The timer function on coffee pots shall not be used. All counter-top appliances (besides microwaves) need to be unplugged while the resident is not in the room.
 - o. The use and possession of commercial fog machines is prohibited by dormitory residents. The extreme heat that is produced by these machines makes it a fire hazard. Also, these locally purchased machines produce the same fog as the industrial ones used by the fire department for testing alarms and training.
3. **You are responsible for maintaining your room in a NEAT, CLEAN AND ORDERLY CONDITION AT ALL TIMES, to include safety and fire prevention. These items will be checked during all dormitory inspections. Any discrepancies will be grounds for automatic failure.**
4. Residents have **five (5)** days to clear the dormitory when moving into another room or into other quarters. **Failure to clear in the five day period will result in the members 1st Shirt being notified.**

//SIGNED//

MSgt Hamilton W. Ross

35FW Unaccompanied Housing Manager

1st Ind, Dorm Resident

I acknowledge receipt and understanding on dormitory Standards of Conduct, Fire Prevention, and Fire Evacuation procedures.

_____	_____	_____	_____
Please Print Name	Bldg#	Room #	Date

Please Sign Name